



**Hanover Township Board of Trustees
January 18, 2017 Meeting Minutes**

Call to Order: Board President Larry Miller called the meeting to order at 6:00 PM. Mr. Stitsinger led the opening ceremonies and gave the opening invocation.

Roll Call: Fiscal Officer Greg Sullivan took a roll call with Messer's Miller, Stitsinger, and Johnson present. Other officials present: Bruce E. Henry, Township Administrator; Road Superintendent Scot Gardner; Fire Chief Phil Clark; Project Coordinator Julie Prickett; and BCSO Deputy Tanner.

Reorganization of the Board of Trustees – Election of Board Officers

Resolution No. 01-17: (Adjourn Sine & Die) *Be it resolved:*

Mr. Stitsinger made a **motion** that the Board adjourn Sine & Die with a second by Mr. Johnson. Upon roll call, Mr. Stitsinger: yes, Mr. Johnson: yes, and Mr. Miller: yes. ***The meeting was turned over to the Fiscal Officer, Gregory L. Sullivan.*** The Fiscal Officer called for nominations for Officers of the Board. Nominations were made as follows:

Resolution No. 02-17: (Open Nominations for President) *Be it Resolved:*

Mr. Johnson nominated Mr. Fred Stitsinger for President, seconded by Mr. Miller. Nominations for President were closed by the Fiscal Officer. A **motion** by Mr. Johnson, seconded by Mr. Miller, to elect/appoint Mr. Stitsinger Board President. Mr. Johnson, Mr. Stitsinger and Mr. Miller voted yes. Mr. Stitsinger was elected Board President.

Resolution No. 03-17 (Open Nominations for Vice President) *Be it Resolved:*

Mr. Miller nominated Mr. Doug Johnson for Vice President, seconded by Mr. Stitsinger. Nominations were closed by the Fiscal Officer. A **motion** by Mr. Miller, seconded by Mr. Stitsinger to elect/appoint Mr. Johnson Board Vice President. Upon roll call, all members voted yes. Mr. Johnson was elected Vice President of the Board.

Resolution No. 04-17 (Out of Sine & Die) *Be it Resolved:*

Mr. Miller made a **motion** with Mr. Johnson seconding for the Board to move out of Sine & Die and resume the regular meeting with Mr. Stitsinger presiding. Upon roll call, Mr. Johnson, Mr. Stitsinger, and Mr. Miller voted yes.

Approval of Meeting Minutes: Motion made by Mr. Johnson, seconded by Mr. Miller, to waive the reading of the minutes from the December 14, 2016 Regular Meeting and approve the minutes as well as approve all warrants for release/distribution and departmental reports. Upon roll call, all three Trustees voted yes to approve all.

Guest Presentation: There were no guest presentations.

Citizen Participation: Randy Rhodus, 696 Beissinger Road, addressed the Board to report on the life-saving efforts performed by Deputy Tanner when he responded to a call for assistance for a man suffering chest pains on New Year’s Eve. Mr. Rhodus stated that the man survived a heart attack due in part to Deputy Tanner’s actions and Mr. Rhodus commended Deputy Tanner for his life-saving efforts.

Administration Reports

Law Enforcement: Deputy Tanner gave the following report for the month of December 2016:

Butler County Sheriff’s Office
District #6
Hanover Township Contract Cars
Monthly Report for December 2016

<u>Activity Area</u>	<u>Month Totals*</u>	<u>YTD</u>
• Dispatched Calls: 166		1846
• Felony Reports: 03		54
• Misdemeanor Reports: 11		149
• Non-Injury Crash: 08		73
• Injury Crash: 03		31
Total Reports: 25.....		297
• Assists/Back Up: 15		217
• Felony Arrests: 01		20
• Misdemeanor Arrests: 05		51
• OMVI Arrests: 00		03
Total Arrests: 06		75

- Traffic Stops: 22 217
- Moving Citations: 22 232
- Warning Citations: 08 63
- FIR Cards: 0 00
- Civil Papers Served: 0 01
- Business Alarms: 1 27
- Residential Alarms: 06 109
- Special Details: 14 171
- COPS Times: 4,500 (*Min.*) 53,300
- Vacation Checks: 15 370

Reporting: Deputy Tanner and Deputy Mayer/by BEH.

Mr. Henry noted that a summary of law enforcement and Fire Department activity for 2016 has been posted to the Township’s website.

Fire/EMS: Chief Clark presented the following written report for the month of December 2016:

Hanover Township Fire Department
Monthly Report for December - Phil Clark Fire Chief
(Presented in January 2017)

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

- Emergency Medical Operations/Squad Runs: 58
- Motor Vehicle Accidents: 06
- Fire Runs: 15
- Fire Inspections: 48
- Knox Box Details 00
- Other 00
- Total for the month: **127 Runs/Operations**
(79 Fire/EMS Runs)

Total Year 2016: 705 Runs/Operations

(December 2015): 66

Runs/Operations)

Total for 2014	809	
Total for 2013	750	<i>Ten Year Average: 702</i>
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007:	717	
Total for 2006:	505	

Road/Cemetery: Mr. Gardner presented the following report for the month of December 2016:

**SUPERINTENDENT’S REPORTS
(January 18, 2017)**

Millville Cemetery Operations Report December 1 through December 31, 2016

0 Graves sold to Township residents (@ \$610)-----	\$ 0.00
2 Graves sold to nonresidents-----	\$1,790.00
0 Old resident graves-----	\$ 0.00
4 Full Interments-----	\$ 3,600.00
0 Baby interments-----	\$ 0.00
0 Cremations-----	\$ 0.00
Foundation and Marker installation fees-----	\$ 1,836.00
0 Grave Transfer-----	\$ 0.00
Total: -----	\$ 7,226.00

Other Cemetery activities:

1. Fixed graves
2. Cleaned the office
3. Cut down 4 trees
4. Installed 2 electric boxes in the office
5. Put shelf up in the office
6. Emptied all trash cans

**Road, Streets and Park
(Scot Gardner)**

1. Performed ice and snow control on December 13, 17, 18 and 30th.
2. Cleaned trucks after snow events.
3. Hauled our used tires to Rumpke Recycling.
4. Painted the restrooms, hallway and kitchen at the Community Center.
5. Cleaned and set up for multiple events in the Community Center.
6. Replaced 2 LED lights on the front of the Community Center.

7. Replaced 6 light tubes under the front and rear porches at the Firehouse.
8. Repaired a pot hole on Isabella Lane.
9. Rented a lift and cut 4 large ash trees down to the trunks at the Cemetery.
10. Replaced 4 fluorescent tubes in the life squad bay.
11. Filled out our yearly storm water report.
12. Performed monthly truck, Park and storm water inspections.

Administrator's Report (Financials and Personnel Issues)

Administrator **December** Summary Report (January 2017)

- **Fire/EMS Run Data:** Dispatch Log information for December 2016. Prepared summary overview of data.
- **Fire Department:** Prepared memo outlining changes for January 2017 scheduling and addition of part time personnel in April 2017. Provided outline to the Chief of suggested steps for hiring.
- **Personnel:** New overall personnel policy book still being worked on. The Trustees were given an outline for review and comment. Final proofreading was worked on and preparing index of topics to match table of contents. Still needs final legal review.
- **Special Events:** Sent out invitations to committees, employees etc for the Holiday party December 10, 2016. Sought donations and prizes for raffle; prepared menu and ordered food items; set up hall and put out food.
- **OTA Conference January 2017:** Prepared class reservations; made hotel reservations for officials attending; copied tentative schedule for elected officials.
- **Park Issues:** Coordinated park donations for memorials and veterans pavers.
- **Nuisance Properties:** Had Junk King to conduct final clean up of 41 Cochran Road. The site had several difficult problems. Reffitt's Towing did tow one vehicle; the other did get proper licensing and was left alone. Still working on over 20 properties but with no staff and insufficient funding, progress is slow as we seek voluntary cooperation. No word yet from CD officials about SR 177 burned out structure.
- **Board, Financial Reports and Payroll Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly Board meeting. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals. Worked with Ms. Prickett on payroll issues and time sheets for staff.
- **Public Meeting Schedule:** Established schedules for 2017 and sought approval. Posted the schedule to the Township website.

Personnel Actions and Other Items of Note

Appointment of new personnel and Personnel actions:

Fire Department

Hire: Brian Massey 36 Heitsman Drive Hamilton, Ohio 45013FF/EMT B
Jacob Mathes 10135 New Haven Road Harrison, Ohio 45030 FF/EMT B
Adam Vonderhaar 123 N. Washington Blvd. Hamilton, Ohio 45013FF/EMT B
Stipend Rate: \$11.00 per hour.

Road Department and Cemetery: None

Other General Actions Non-Personnel Related: (Still in Progress)

Studying ways to secure records properly and find space as the Township storage is limited at this time. Also still have to finish new formatting of approved Records Retention Schedule to be presented to the state.

Working on Personnel Handbook: Final proof reading was completed in December. Working on final version for review and approval.

Capital Planning: As reviewed with the Board, working on guidelines for preparation of a 5 year Capital Plan for the Township. Five major requests by department have been submitted. A special meeting is needed to review the list and make decisions in light of budgetary constraints during the last quarter of 2016 or first quarter of 2017.

For the Road Department, the 2002 International 4900 Dump Truck/Snow Plow Unit has been repaired and suffices for roadworthiness for the winter operations. Scot Gardner is working to keep the plow unit in service but may require installation of CO2 detectors to protect drivers.

Of Note- Budget Information for December 31, 2016

Cash Balance as of December 31, 2016: \$1,046,996.51

- 1) Total Expenditures all funds for December 2016: \$88,970.28 / Revenue: \$52,668.78**
- 2) Total General Fund cash on hand December 2016: \$427,581.30 (40.84%) of Total funds**
- 3) Total Fire/EMS Fund cash on hand December 2016: \$222,259.23 (21.23%) of Total funds**
- 4) *Monthly Revenue and Expenditure Reports by fund are attached to this report.***

History of Cash Balances

Fiscal Year 2014

Fiscal Year 2015

Jan-Cash Balance: \$1,380,611.21	Jan: \$1,148,374.71
Feb-Cash Balance: \$ 1,331,175.05	Feb: \$1,158,413.75
Mar-Cash Balance: \$1,259,054.92	Mar: \$1,551,667.37
April-Cash Balance: \$1,546,929.78	Apr: \$1,458,584.04
May-Cash Balance: \$1,524,373.14	May: \$1,477,662.73
June-Cash Balance: \$1,506,977.71	June: \$1,393,267.44
July-Cash Balance: \$1,517,738.15	July: \$1,332,264.37
Aug-Cash Balance: \$1,286,101.15	Aug: \$1,125,949.35
Sept-Cash Balance: \$1,533,842.91	Sept: \$1,449,880.79
Oct- Cash Balance: \$1,444,676.89	Oct: \$1,362,945.99
Nov- Cash Balance: \$1,384,569.72	Nov: \$1,194,472.00
Dec-Cash Balance: \$1,324,682.90	Dec: \$1,093,559.61

Fiscal Year 2016

Jan- Cash Balance: \$1,086,880.70
Feb- Cash Balance: \$ 975,051.11
Mar- Cash Balance: \$ 929,271.02
Apr- Cash Balance: \$1,259,751.18
May- Cash Balance: \$1,256,517.69
June- Cash Balance: \$1,231,659.27
July- Cash Balance: \$1,136,203.94
Aug- Cash Balance: \$1,088,071.02
Sept- Cash Balance: \$1,231,337.97
Oct- Cash Balance: \$1,199,176.98
Nov- Cash Balance: \$1,083,268.01
Dec- Cash Balance: \$1,046,996.51

General Notes: The Fiscal Officer and Administrator are very concerned about the ongoing significant negative impact of property devaluations and state cuts have had on the budget/revenues as discussed in previous Board briefings and reports. Plans are underway to make any necessary adjustments for fire operations until levy revenues are received the first half of 2017. Other areas such as road related issues and General Fund problems continue to exist and will need attention as previously discussed. The Tax Budget filed in July 2016 had some significant reductions. Tax revenue is not rebounding and consideration of an operating levy or other related levy in 2017 is critical to the Township well being.

January 2017: Although expenses were held to essential items in 2016 and the total expenditures for 2016 were below 2015 expenditures showing a reduction of \$52,554.69, the General Fund revenues continue to shrink. The Township cannot continue to provide existing service levels through the General Fund as revenues continue to decrease.

Mr. Henry asked the Board to take note of the “January 2017” comment that appears at the end of his report. Mr. Henry stated that the Township was spending less than it did five years ago; however, revenues are lower than five years ago. Mr. Henry also distributed revenue and expenditure reports, a summary report of bond issue payments, and a report analyzing revenues and expenditures for the period 2002 through 2016.

Old Business

December 2016 Fire/EMS Run Data Summary: Mr. Henry reported the average run time for the month was 11.13 minutes and that Saturdays were the busiest run days of the week. Mr. Henry noted that this average response time was a very good average rate and he also noted that problems continued with the dispatching of runs.

Road Program 2017/Continued Discussion/Approve Resolution No. 14-17: Mr. Henry reviewed the proposed 2017 Road Program with the Township's portion totaling \$181,780.14. Mr. Henry noted that the Township's proposed 2017 Road Program must be submitted to the Butler County Engineer's Office by February 1, 2017. Mr. Henry also noted that a fulltime position needed to be added in March with half of the cost for this position to be charged to the Road Fund and half charged to the Cemetery Fund.

Other Old Business: There was no Other Old Business to be reported.

New Business

Resolution No. 05-17 (EMA Representative): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Stitsinger, to approve the appointment of Mr. Larry Miller to the Butler County Emergency Management Agency Advisory Council for calendar year 2017. Upon roll call, all three Trustees voted yes.

Resolution No. 06-17 (Township Meetings and Special Events): *Be it Resolved:*

Moved by Mr. Stitsinger, seconded by Mr. Johnson, to approve Resolution No.06-17 designating the regular monthly Hanover Township meetings to be held on the second Wednesday of each month to start at 6:00 P.M with the exception of the March meeting which will be held on March 15 and approving Township Special Events in accordance with the attached schedule. Upon roll call, all three Trustees voted yes.

Resolution No. 07-17 (Blanket Certificates): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Johnson, to allow the Fiscal Officer to open blanket certificates at \$5000.00 each to provide for ongoing Township expenditures in 2017. Upon roll call, all three Trustees voted yes.

Resolution No. 8-17 (Purchase Orders): *Be it Resolved:*

Moved by Mr. Johnson, seconded by Mr. Miller, to allow the Fiscal Officer to open Purchase Orders for Township expenditures in 2017. Upon roll call, all three Trustees voted yes.

Resolution No. 9-17 (Transfer of Funds and Balances): *Be it Resolved:*

Moved by Mr. Miller, seconded by Mr. Johnson, to authorize the Fiscal Officer to transfer funds among line items within major Funds, not affecting total fund balances, to make required expenditures within proper accounting requirements. Upon roll call, all three Trustees voted yes.

Resolution No. 10-17 (Records Commission Committee): *Be it Resolved:*

Motion: Moved by Mr. Miller, seconded by Mr. Johnson, to establish a Records Commission Committee consisting of the Fiscal Officer (Gregory L. Sullivan) and the Board President. Upon roll call, all three Trustees voted yes.

As the Township's audio recording equipment and VHS tapes were becoming increasingly obsolete, and as the maintenance and storage of recordings was burdensome, and as there was no business need for audio recordings of Township Board meetings, Mr. Henry requested that the Board discontinue the practice of video/audio recording of the Township Board meetings as we have the actions covered by Township personnel. After some discussion, Mr. Miller made a **motion**, seconded by Mr. Johnson, to discontinue the practice of creating video/audio recordings of Township meetings and to direct the Records Commission Committee to amend the Township's Records Retention Schedule to reflect this change. Upon roll call, all three Trustees voted yes.

Resolution No. 11-17 (Mutual Aid Agreement for Milford Township): *Be it Resolved:* Moved by Mr. Johnson, seconded by Mr. Miller, to approve a mutual aid agreement with Milford Township and authorize payment in 2017 to Milford Township totaling \$400.00. Upon roll call, all three Trustees voted yes.

Resolution No. 12-17 Volunteer Firefighter Dependents Fund Board Appointments: Mr. Henry explained it was an annual requirement to appoint members to a Volunteer Firefighter Dependents Fund Board and certify the names of the members to the State Fire Marshal. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 12-17 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 12-17

Complying With ORC Sections 146.03 and 146.04 in Regard to the Volunteer Fire Fighter's Dependent Fund Board Elections and Certification of Form

Whereas, Hanover Township has maintained a Fire Department consisting of volunteer fire fighters as defined under Ohio law; and

Whereas, annually a Volunteer Fire Fighter Board must be duly elected and certified to the State Fire Marshal, whose members serve a one year term commencing January 1, 2017 through December 31, 2017; and

Whereas, the Board consists of five members: two selected by the Board of Trustees, two selected by the Fire Department and one selected by the other four; and

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Board of Trustees elects Douglas L. Johnson and Gregory L. Sullivan.

Section II. That the Fire Department has elected Pat Miller and Jennifer Goble.

Section III. Recognize that the four previously selected members elect Jeff Buddo to serve as the fifth board member.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Board of Trustees	Vote	Attest and Authenticate:
Fred J. Stitsinger	_____	_____ Gregory L. Sullivan
Douglas L. Johnson	_____	Fiscal Officer/Clerk
Larry Miller	_____	

*The Board then noted the designation of Doug Johnson as the Chairperson and Gregory L. Sullivan as the Secretary of the Volunteer Fire Fighter Dependent Fund Board.

Resolution No. 13-17 Cooperative Purchasing Program: Mr. Henry explained that the Township must annually request to participate in the State’s Cooperative Purchasing Program. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 13-17 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 13-17

Authorizing Hanover Township’s Continued Annual Participation in the State of Ohio Cooperative Purchasing Program (Ohio Revised Code 125.04)

Whereas, Ohio’s Cooperative Purchasing Act (AM. Sub. H.B. No. 100 Eff. March 6,1986) provides the opportunity for local governmental jurisdictions to participate to participate in contracts distributed by the State of Ohio (DAS) for the purchase of supplies, services, equipment and certain materials; and

Whereas, Hanover Township has been an active participant in the program in achieving tax dollar savings and efficiencies and wishes to continue participation; and

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That Hanover Township requests participation in state contracts in which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Ohio Revised Code Section 124.04.

Section II. That Hanover Township, through its designated officials, is hereby authorized to participate and agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing, prescribes including payment of reasonable contract participation fees. Further, Hanover Township does hereby agree not to misuse such contracts or make disclosures related thereto for the purpose of avoiding the requirements of Section 125.04 of the Ohio Revised Code.

Section III. That the Fiscal Officer is hereby authorized to make payments to vendors directly as the result of purchasing any items in the aforementioned state contracts.

Section IV. That the Fiscal Officer and Township Administrator are hereby authorized to execute any documents related to the participation in the Cooperative Purchasing Program as specified.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 14-17 Approving 2017 Road Program for BCEO: As this resolution was discussed under Old Business, Mr. Miller made a **motion** to adopt Resolution No. 14-17 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 14-17

Approving the 2017 Revised Resurfacing Program and Estimates for Hanover Township

Whereas, Hanover Township works with the County Engineer’s Office annually to cooperate with the county in the paving/road program; and

Whereas, the Township Trustees desire to participate in the 2017 Paving, Repair and Retrace Program with estimates provided by the County Engineer and new advice/information presented by the BCEO in November; and

Whereas, an attachment has been prepared labeled “Attachment-Resolution No. 14-17 which reflects the roads, special projects and related estimates approved by the Board of Trustees;

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. Resolution No. 14-17 is hereby approved authorizing the participation of Hanover Township in the 2017 Resurfacing and Repair Program through the Butler County Engineer’s Office, taking advantage of economies of scale.

Section II. That the roads and estimates approved by the township are set forth in the attachment labeled “Attachment Resolution No. 14-17.

Section III. That this Resolution and attachment are to be delivered to the Butler County Engineer’s Office prior to February 1, 2017.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 15-17 Necessity for Tax Levy: Mr. Henry recommended passage of this resolution in order to begin preparations for the tax levy ballot issue in November. After some discussion, Mr. Johnson made a ***motion*** to adopt Resolution No. 15-17 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

RESOLUTION NO. 15-17

RESOLUTION OF THE BOARD OF TOWNSHIP TRUSTEES OF HANOVER TOWNSHIP, BUTLER COUNTY, OHIO, DECLARING THE NECESSITY FOR LEVY OF A TAX

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary operating requirements of Hanover Township, Butler County, Ohio; and

WHEREAS, Ohio Revised Code § 5705.03 requires that a resolution declaring the necessity of levying a tax outside the ten-mill limitation must be passed and certified to the county auditor in order to permit a board of township trustees to consider the levy of such a tax

and must request that the county auditor certify to the board of township trustees the total current tax valuation in the township and the dollar amount that would be generated by the tax;

THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Hanover Township, Butler County, Ohio, at least two-thirds of all members elected thereto concurring, that it is necessary to levy an additional tax to constitute a tax in excess of the ten-mill limitation for the benefit of Hanover Township, Butler County, Ohio, for the purpose of current expenses, as authorized by Ohio Revised Code § 5705.19(A), at a rate not exceeding one and seventy-five hundredths (1.75) mills for each one dollar of valuation, which amounts to seventeen and five-tenths cents (\$0.175) for each one hundred dollars of valuation; and

BE IT FURTHER RESOLVED, that the tax levy is for tax years 2017, 2018, 2019, 2020, and 2021, first due in calendar year 2018, if approved by a majority of the electors voting thereon; and

BE IT FURTHER RESOLVED, that the question of such tax levy shall be submitted to the electors within the unincorporated areas of Hanover Township, Butler County, Ohio, at the election to be held on November 7, 2017; and

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of this resolution to the county auditor and to the board of elections of Butler County, Ohio; and

BE IT FURTHER RESOLVED, that the Board of Township Trustees of Hanover Township, Butler County, Ohio, hereby requests that the Butler County Auditor certify to this Board the total current tax valuation of the unincorporated area of Hanover Township, Butler County, Ohio, and the dollar amount of revenue that would be generated by the tax levy if approved by the electors.

Trustee _____ moved for the adoption of the foregoing resolution. Trustee _____ seconded the motion, and upon call of the roll, the vote resulted as follows:

Trustee Stitsinger _____

Trustee Johnson _____

Trustee Miller _____

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Attest: _____
Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 16-17 Approve Amendment to County Communications Contract: Mr. Henry explained that the Township entered into an agreement with the County in 2009 for public safety communications services and the purpose of this resolution was to approve amending the original agreement to cover additional equipment and updates that have been added to the communications system since the adoption of the original contract. Mr. Henry also noted that the County Prosecutor's Office recommended amending the contract. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 16-17 which was seconded by Mr. Johnson. Upon roll call, all three Trustees voted yes.

Resolution No. 16-17

Approving an Amendment to the Participation Agreement Butler County Public Safety Communications

Whereas, Hanover Township through Resolution No.39-09 agreed to participate in the Butler County Public Safety Communications System; and

Whereas, equipment provided and fee structure were set forth for each use by a political subdivision; and

Whereas, an amendment to that agreement has been submitted to reflect the acceptance of the Local Fire Station Alerting system placed at the Hanover Township Fire Station and the related maintenance costs which has been reviewed by the Butler County Prosecutor's Office;

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. Resolution No. 16-17 is hereby approved authorizing the approval of the amendment to the Communications Participation Agreement as stated above and reflected in the attached pages for signature.

Section II. That Fiscal officer is authorized to pay the related maintenance fees as listed.

Section III. That this Resolution and signed attachment are to be delivered to the Butler County Commissioner's Office.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

Resolution No. 17-17 Approve Amended Certificate of Resources 2017: Mr. Henry explained that this resolution approves the estimated certificate of resources prepared by the Fiscal Officer and authorizes the Fiscal Officer to establish 2017 appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues. After some discussion, Mr. Johnson made a **motion** to adopt Resolution No. 17-17 which was seconded by Mr. Miller. Upon roll call, all three Trustees voted yes.

Resolution No. 17-17

Accepting The Amounts, Rates and Projections of Revenue as Determined By The County Budget Commission and Fiscal Officer through The Amended Official Certificate of Estimated Resources for 2017 and Approving 2017 Fund Appropriations

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) had previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2017; and,

Whereas, The Fiscal Officer is certifying to the County Budget Commission the 2017 Estimated Resources for Hanover Township totaling \$2,774,282.25, to be used as the basis for establishing Permanent Appropriations,

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the Amended Official Certificate of Resources for Hanover Township as prepared by the Fiscal Officer for Fiscal Year 2017 totaling \$2,774,282.25 is hereby preliminarily approved (Reference ORC 5705.36) as reflected in the attachment herewith labeled “Attachment Resolution No. 17-17” for submission to the County Budget Commission.

Section II. That the Fiscal Officer is authorized to establish 2017 appropriations by fund and establish budgets based upon said projections of fund balances and anticipated revenues.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 18th day of January 2017.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Gregory L. Sullivan
Fiscal Officer/Clerk

BWC Premiums 2017: Mr. Henry provided a report on BWC invoicing procedures for 2017 premiums, noting that BWC had changed to prospective billing in 2016. Mr. Henry noted that the Township now pays BWC premiums on a monthly basis. Mr. Henry noted the Township’s BWC premium costs continue to decrease as a result of employee safety efforts and claims monitoring.

Motion – Accept OTARMA Grant – Fire Department Safety Equipment: Mr. Henry reported that Hanover Township applied for a reimbursement safety equipment grant in the amount of \$500 for Fire Department turn-out gear in December 2016. This is the maximum grant amount permitted. For tracking and audit purposes, a motion is needed to accept receipt of the \$500 grant. ***Motion*** by Mr. Miller, seconded by Mr. Johnson, to accept \$500.00 for the Fire Department safety equipment from the Ohio Township Association Risk Management Authority as well as authorize expenditures associated therewith. After some discussion, a roll call vote was taken with all three Trustees voting yes.

Other New Business

Under Other New Business, Mr. Henry asked the Trustees to note miscellaneous correspondence and general information in their meeting packets which included: Butler County Building Permit Report for December 2016, Ohio Township Association article on pipelines, a copy of ORC Sec. 5502.26 Countywide EMA Provisions, and 2017 election calendar information.

There being no further action or matters to consider, adjournment was in order.

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Stitsinger, to adjourn the Board of Trustees meeting. Upon roll call, all three Trustees voted yes.

Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Frederick J. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

Verified by: Greg Sullivan, Fiscal Officer: _____